

**GEORGIA AUCTIONEERS COMMISSION**  
**237 COLISEUM DRIVE, MACON, GA 31217**  
**478.207.2440**  
**www.sos.ga.gov/plb/auctioneer**

**AUCTIONEER SCHOOL APPROVAL APPLICATION**

☐ Initial Registration \$195.00 (Non-Refundable)      ☐ Renewal \$100.00 (Non-Refundable)

Approval is effective through February 28 of each even-numbered year.

Name of School \_\_\_\_\_

School Address \_\_\_\_\_

Street Address

City	State	Zip Code	Telephone
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Email Address (for notifications from the Commission): \_\_\_\_\_

School Owner(s) \_\_\_\_\_

School Director & Coordinator \_\_\_\_\_

\_\_\_ Yes \_\_\_ No      Has the school, any owner, any instructor, or its director/coordinator ever been convicted of a felony?

\_\_\_ Yes \_\_\_ No      Has the school, any owner, any instructor, or its director/coordinator ever been disapproved or disciplined by the Georgia Auctioneers Commission, or any state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include, but are not limited to, such actions as: a letter of concern, a reprimand, a suspension, a revocation, a fine, or any restriction placed on your rights to operate as a licensee.)

\_\_\_ Yes \_\_\_ No      Has the school received approval in any other state(s)? If yes, list the state(s):

\_\_\_\_\_

Note: If you have answered "Yes" to the questions above regarding criminal conviction of a felony or disciplinary action, attach a certified copy of such conviction or final order as well as any other details which you wish to provide the Commission.

## AFFIDAVIT OF THE APPLICANT

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Georgia Auctioneers Commission, and I agree to abide by these laws and rules, as amended from time to time.

By signing this application, electronically or otherwise, I hereby swear and affirm one of the following to be true and accurate pursuant to O.C.G.A. § 50-36-1:

1) \_\_\_\_\_ I am a United States citizen 18 years of age or older. **Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or other document as indicated on the next pages of the application.**

2) \_\_\_\_\_ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.**

In making the above attestation, I understand that any failure to make full and accurate disclosures may result in disciplinary action by the Georgia Auctioneers Commission and/or criminal prosecution.

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
MY COMMISSION EXPIRES: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF THE DIRECTOR/COORDINATOR

\_\_\_\_\_  
DATE

**Secure and Verifiable Documents Under O.C.G.A. § 50-36-2**  
Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- ☐ A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- ☐ A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- ☐ A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- ☐ An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- ☐ A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:  
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- ☐ A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- ☐ An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- ☐ A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

Rev. 11/11

☐ A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

☐ A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

☐ A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

☐ A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

☐ A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

☐ A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

☐ A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

☐ ☐ In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]

## **SUPPORTING DOCUMENTATION**

Attach the following information for each course for which approval is sought, whether for an initial approval, or for a renewal of the approval:

- A detailed proposed course outline with hours to be spent on each subject area to be covered in the course and all planned in-class and homework exercises.
- A bibliography of all texts and reference materials for use in the course.
- An outline and the passing requirements for any final examinations.
- The policy for retaining records which will reflect the scores earned by a student on graded exercises and examinations. Records must include:
  - Student name
  - Course
  - Attendance record per session
  - Scores earned on all graded exercises or tests
  - Total hours attended
  - Final grade
- A listing of all instructors: Names, addresses, telephone numbers, and fields of expertise and years of experience.
- A schedule of course offerings for which the school seeks approval, including the name, date, time, and place of any course offering.
- A current fee schedule for all course offerings.
- All directors and owners of the school, including their names and addresses. If the owner(s) are a partnership or corporation, then a list of all directors and owners of the parent entity.
- If the school wishes to adopt a make-up policy regarding attendance, enclose a statement of that policy.
- A statement of entrance qualifications for students.
- A statement that the school can make available to its students material the Commission may require for use in a particular course.
- A statement that the school will conduct approved courses in classroom-style facilities and the number of students the classroom-style facilities can accommodate.
- A copy of the school's proposed grading policy to be given to students.
- A statement of the types of instructional methods instructors plan to utilize.
- A statement that the school will require at least 80 hours of credit and 10 days of attendance for certification of graduation of all students.

